

FACULTY OF GRADUATE AND POSTDOCTORAL AFFAIRS

**POLICY ON FINANCIAL SUPPORT FOR CONFERENCES ORGANIZED BY
GRADUATE STUDENTS**

Introduction

For many years, the Faculty of Graduate and Postdoctoral Affairs has provided financial support for conferences organized by graduate students.

This support recognizes the value of such conferences. They:

- Provide students with a valuable venue in which to communicate their research
- Strengthen the intellectual community of students within a particular program
- Provide students with excellent professional experience in organizing conferences
- Act as a valuable recruitment tool in the case of conferences that:
 - Feature distinguished keynote speakers from other universities
 - Attract graduate students as presenters from other universities.

Requests for funding are received by the Faculty at various times in the year, making it difficult to administer the modest funds available in an equitable manner.

This policy is therefore being introduced to ensure that the funds available are used in the most equitable and effective manner possible.

The Policy

1. Requests for funds for conferences held before May 31 should be received by the Faculty by **October 15** in any academic year. Requests should be sent electronically to the Executive Assistant to the Dean of Graduate and Postdoctoral Affairs at FGPA.EA@cunet.carleton.ca.
2. Requests should:
 - a. Describe the character of the conference and its benefits to the graduate students in the program concerned.
 - b. Include a detailed budget in three parts:

The first part should itemize costs such as:

 - i. travel and accommodation for guest speakers

- ii. room bookings and A/V equipment
- iii. refreshments
- iv. advertising
- v. administrative support
- vi. publishing of proceedings.

The second part should describe sources of revenues such as:

- i. conference fees
- ii. expected or requested funds from other Faculties and Departments.

The third part should detail the desired level of support from the Faculty of Graduate and Postdoctoral Affairs – given the modest funds available, requests in excess of \$1,000 are unlikely to be met.

- 3. Awards will be communicated by November 15.